

## **P4479/0 - NCFE L2 CERT IN UNDERSTANDING BUSINESS IMPROVEMENT TECHNIQUES**

### **Introduction**

The Level 2 Certificate in Understanding Business Improvement Techniques is aimed at learners looking for a career change or wish to learn new skills. It is also suitable for learners with responsibility for improving business performance.

### **Course Content**

The course will introduce learners to expanding their skills in the business sector. Workbook 1 Section 1: Safe and effective team working Section 2: Workplace organisation Section 3: Continuous improvement (Kaizen) Workbook 2 Section 1: Understand visual management systems Section 2: Understand how to identify and solve problems Section 3: Understand flow process analysis

### **Credit Level**

Level 2

### **Entry Requirements**

Although there are no formal entry requirements for this course due to the nature and course delivery of distance learning and the requirement to work at level 3 for some of the optional units it would be helpful if you already have a minimum of a level 2 qualification in English literacy or equivalent. It may also be helpful if you have experience of working in a team leading role or an environment where you have access to a team leader and policies and procedures relevant to leading a team in the workplace. If you are between 19 and 23 yrs of age you must also have already achieved a full level 2 qualification ie the equivalent of 5 GCSE Grades A- C If you are unsure of your level of literacy please read the instructions to undertake a literacy assessment on line. This will take no longer than 20 minutes to complete. Instructions are available here, and more information can be found at [www.learnmyway.com](http://www.learnmyway.com).

### **Course Duration**

8 Weeks

### **Course Assessed On**

This Understanding Business Improvement Techniques course will take 8 weeks to complete and consists of 2 written assessments. Each candidate is required to give written responses to questions in a work booklet, either handwritten answers or completion of the assessment booklet using an electronic template which can be provided. You will be required to submit 2 assessments each taking 4 weeks to complete.

### **Course fees**

Free